

These on-line instructions are designed to assist facilities with completing the required reporting form DEQ Form 50-25. A copy of each form submitted should be maintained in your facility files. The items are numbered to correspond to the numbered fields on Form DEQ 50-25. The on-line form users are advised to follow the order provided below for entering the data.

IMPORTANT: Please note that once a SWIA form is **submitted successfully** online AND received by DEQ with a valid facility contact e-mail address, a confirmation e-mail will be sent to the facility e-mail address immediately. In the event that an e-mail message **is not received** from DEQ, please send an e-mail stating the facility name and the permit number to swia@deq.virginia.gov for immediate assistance.

If you would like to provide any additional information, please use the comment field on bottom of the form.

Please follow the instructions for format details for data entry.

After entering the data for each jurisdiction, press "Submit" button (bottom of the form). To add data for another Jurisdiction, Press "Submit Another"

If you would like to edit or verify the data already submitted, you can log back into the SWIA application and you can view all the data submitted recently by Jurisdiction.

Please print a copy for your records and see item 25 for the details.

Facility login: Enter the permit number (Example: SWP001) and permit issued date (Example: 05/17/1981).

If a facility is being operated under a permit-by-rule status, the letters "PBR" must precede the number (Example: PBR999).

For other solid waste permits, the letters "SWP" (Example: SWP999) should precede the number.

Enter the Pin Number assigned to your facility.

1. Facility Name - Automatically populated

The facility name is already populated automatically as entered on login screen.

2. Permit No. - Automatically populated.

3. Date submitted to DEQ - Automatically populated

4. Annual Reporting Period - Mandatory (Select before entering any other data)

Select the reporting period (calendar year) for which the data is being submitted (Example: For data on waste managed during 2006 and sent by the March 31, 2007 deadline (see #3 above), you would select 2006.

5. through 7. Preparer's Name, Telephone Number and E-Mail Address

This is the name, telephone number, and e-mail of the person responsible for preparing the DEQ Form 50-25. Please enter the 10-digit telephone number (Example:

8040001234). The e-mail address will be used to acknowledge the information submitted to DEQ.

8. Billing Information Change

If there has been any change to the Annual Fee Billing Contact, Address, or Telephone Number information from that which appeared on the fee bill DEQ sent to your facility the previous year (2006), please check this box and enter the information. **Please enter the 10-digit telephone number (Example: 8040001234). The e-mail address will be used to acknowledge the information submitted to DEQ.**

9. Remaining Permitted Capacity - Allowed maximum 10 numbers before the decimal point; 4 numbers after the decimal point. No commas (Example: 999999999.9999)

- Only required for landfills, all other facilities which do not include a permitted landfill leave it blank - enter no value.
- Remaining Permitted Capacity means the space remaining in the landfill that is available for disposal as of December 31 of the reporting period (e.g. report the landfill space remaining, as determined for Dec. 31, 2006 for the 2006 reporting period, submitted to DEQ by March 31, 2007).
- Remaining Permitted Capacity Calculation:

Remaining Permitted Capacity = [Volume specified in Part B Permit] - [filled Landfill volume]

" Report the capacity in cubic yards. If your facility reports this information in tons, DEQ will use simple conversion factors to obtain the capacity in cubic yards.

- Future proposed expansions not included in the approved Part B permit area may not be included in this capacity calculation.
- This capacity information can also be obtained from the calculations performed to comply with air requirements found in 40 CFR Subpart WWW (40 CFR 60.750-60.759).

10. Expected Remaining Permitted Life (maximum 5 characters)

This information is only required for landfills. All other facilities enter "0" or leave it blank. Based on your facility's site specific operating criteria (e.g. rate of filling the landfill), report the number of years of disposal capacity that is available (the number of years it will take the landfill to reach 100% capacity) the number of years that the landfill is expected to reach 100% capacity and will no longer accept waste.

11. Originating Jurisdiction (i.e. state, territory or country) - Press "submit" button after entering data for each Jurisdiction

- Select the jurisdiction from which the waste originated.
- For waste received from within Virginia, only one form must be completed. Waste from other jurisdictions that passes through a Virginia transfer station and goes to a Virginia landfill for disposal is to be reported by jurisdiction on the DEQ for 50-25 for the transfer stations and is reported as having originated in Virginia at the final disposal site.

- For waste received from outside Virginia, a separate form must be completed for each jurisdiction from which the waste was received. A jurisdiction is either a state, territory, or country. (Example: If you receive waste from the state of New York, and/or New York City, the jurisdiction is "New York." Wastes received from Washington, D.C. and Puerto Rico, are all individual jurisdictions.)
- Please note that your facility should not use "United States" as the originating jurisdiction. Such a broad jurisdictional designation does not meet the reporting requirements.

11A. Statement of Economic Benefits - At the option of the facility owner, §10.1-1413.1 of the Code of Virginia allows the submission of data regarding the economic benefits to the locality where the facility is located. A separate form is provided for this information. Check the box if the facility is submitting this optional information for the preceding calendar year. The form is [available for download](#).

Waste Information

This section reports the origin, types, and amounts of waste managed. Information must be provided concerning the originating jurisdiction of waste received. For this section, waste amounts can be entered either in tons or cubic yards, as preferred by the facility. For amounts reported in cubic yards, DEQ will use simple conversion factors to obtain estimated weights.

****Waste Types** - Definitions found below are provided to assist facilities with completing Form DEQ 50- 25. Specific definitions can be found in the Virginia Solid Waste Management Regulations (9 VAC 20-80-10) and the Regulated Medical Waste Regulations (9 VAC 20-120-10). Waste types are identified on separate rows of Form DEQ 50-25.

Tire chips, mulch and other items that are used as alternate daily cover will not be reported on this form. Daily cover will not be considered a waste for the purpose of solid waste information assessment.

12. Municipal Solid Waste means that waste which is normally composed of residential, commercial, and institutional solid waste and residues/ash derived from combustion/incineration of these wastes. NOTE: Paper and cardboard should be recorded in the row labeled "Municipal Solid Waste." Incinerated MSW must be reported as incinerator ash.

13. Construction/Demolition/Debris means construction waste, demolition waste, and/or debris waste. These wastes must be recorded cumulatively in this row.

- **Construction waste** means solid waste which is produced or generated during construction, remodeling, or repair of pavements, houses, commercial buildings, and other structures. Construction wastes include, but are not limited to lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, paving materials, and metal and plastics if the metal or plastics are a part of the materials of construction or empty containers for such materials. Paints, coatings, solvents, asbestos, any liquid compressed gases or semi-liquids and garbage are not construction wastes.

- **Demolition waste** means that solid waste which is produced by the destruction of structures and their foundations and includes the same materials as construction wastes.
- **Debris waste** means wastes resulting from land clearing operations. Debris wastes include, but are not limited to stumps, wood, brush, leaves, soil, and road spoils. NOTE: Concrete and asphalt should be recorded in the row labeled "Construction/Demolition/Debris".

14. Industrial Waste means any solid waste generated by manufacturing or industrial process that is not a regulated hazardous waste. Such waste may include, but is not limited to, waste resulting from the following manufacturing processes: Electric power generation; fertilizer/agricultural chemicals; food and related products/by-products; inorganic chemicals; iron and steel manufacturing; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay, and concrete products; textile manufacturing; transportation equipment; and water treatment. This term does not include mining waste or oil and gas wastes.

15. Regulated Medical Waste (RMW) means solid wastes so defined in the Regulated Medical Waste Management Regulations (9 VAC 20-120-10), as promulgated by the Virginia Waste Management Board. RMW that is sent off-site for treatment is reported in column (f) Sent off site to be treated, stored, disposed. RMW that is treated on-site is reported in column (h) Other than mulched. RMW medical waste that has been treated is municipal solid waste and should be reported on line 12 under column (f) Sent off site to be treated, stored or disposed. Captive RMW facilities (facilities that do not treat wastes from other businesses) are not required to report their waste management activities. Note: Regulated medical waste may not be disposed in a landfill.

16. Vegetative/Yard Waste means vegetative waste and yard waste. These wastes must be recorded cumulatively in this row.

- **Vegetative waste** means decomposable materials generated by yard and lawn care or land clearing activities and includes, but is not limited to, leaves, grass trimmings, woody wastes such as shrub and tree prunings, bark, limbs, roots, and stumps. For more detail see 9 VAC 20-101-10,
 - **Yard waste** means that fraction of municipal solid waste that consists of grass clippings, leaves, brush, and tree prunings arising from general landscape maintenance.
 - Vegetative waste/yard waste that has been mulched is reported in column (h) mulched.
 - Vegetative waste/yard waste that has been burned is reported in column (h) other than mulched. Do not report this amount in column (e) incinerated on-site.
 - Vegetative waste/yard waste that has been composted is reported in column (c).
 - Any vegetative waste or yard waste remaining on-site at the end of the reporting year that has not been mulched, composted, or burned is reported in column (g) stored on-site end of reporting period.
- NOTE: Brush should be recorded in the row labeled "Vegetative/Yard Waste"

17. Incineration Ash means fly ash or bottom ash residual waste material produced from incineration or burning of solid waste. Coal ash is not reported on this row of the reporting table. Coal ash is reported as industrial waste, on line 14. For Incineration ash that is generated at a Virginia-the permitted facility, so the originating jurisdiction for this waste will always be "Virginia."

18. Sludge means any solid, semi-solid or liquid waste generated from a municipal, commercial or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of treated effluent from a wastewater treatment plant. For the purposes of this form, the waste type "Sludge" excludes sludge land applied in accordance with Va. Code §32.1-164.

19. Tires means whole tires that have been discarded because they are no longer suitable for their original intended purpose because of wear, damage, or defect. (See 9 VAC 20-150- for other definitions dealing with the waste tire program.) Whole tires that have been ground into chips or shred should be reported as other than mulched in column (h). Any allowable use of the tire chips either off site, or as daily cover on-site should not be reported. If tire chips or shred are brought on-site as an alternative daily cover, they will not be reported on this form.

20. White Goods means any stoves, washers, hot water heaters, and other large appliances.

21 Friable Asbestos means any waste material containing more than 1% asbestos as determined using the polarized light microscopy methods specified in 40 CFR Part 763, Subpart F, Appendix A, Section 1, that, when dry, is capable of being crumbled, pulverized or reduced to powder by hand pressure.

22. Petroleum Contaminated Soil means a soil that, as a result of a release or human usage, has absorbed or adsorbed only petroleum or petroleum by-products at concentrations above those consistent with nearby undisturbed soil or natural earth materials. Petroleum and petroleum by-products include, but are limited to diesel fuels, kerosene, gasoline, hydraulic fluids, jet engine fuel, and motor oil.

23. Other Waste (specify) means any wastes that do not meet the previously defined waste types. A brief description of the waste must be provided in the field "Other Waste (specify)". Examples: Dirt and Soil, Inert waste, Rubber, Wood chips, Supplemental waste, etc. **The "Other Waste" field on-line is editable and allows for entry of multiple other wastes. To enter specific waste type over.** For the purpose of the standard form, please total all other wastes and provide that number on this line of the form.

24. Total means the total of the waste reported in that column of the table (Example: the total waste received, landfilled, incinerated etc.). **The on-line form calculates and returns the "Total" after the form is submitted for future review.**

****Waste Management-** Different types of facilities manage waste in different ways. The reporting table contains rows to identify the types of wastes managed (see above). Columns are used to identify how the waste types were managed. In most cases, the amount of waste received should equal the sum of the amounts managed by the listed methods (recycled, composted, landfilled, incinerated, sent off-site, etc.), except for waste stored on-site at the beginning of the reporting period. The following identifies the proper way to report how wastes were managed at your facility.

In general, the total waste received listed in column (a) plus the waste stored on-site at the beginning of the reporting period (g), should equal the total waste managed under each of the methods (b), (c), (d), (e), (f), (g) (end of reporting period) and (h).

$$a + g \text{ (beginning of reporting period)} = b + c + d + e + f + g \text{ (end of reporting period)} + h$$

An exception to this is if waste is generated at the facility. For example, an incinerator generates ash, but since the ash weighs less than the original waste that was brought to the site the equation above will not balance for an incinerator or some RMW treatment activities.

a) Total Amount of Waste Received - Enter number only (no commas or text)

All waste that was received by the facility during the Annual Reporting Period must be reported in this column.

b) Recycled On-Site - Enter number only (no commas or text)

Waste material that was removed from the incoming waste stream and processed into a raw material for a product must be reported on this column. Only consider items that are truly recycled, not reused. Recycled means "the process of separating a given waste material from the waste stream and processing it so that it may be used again as a raw material for a product, which may or may not be similar to the original product. Recycling shall not include processes that only involve size reduction." NOTE: Only report material that was both separated AND processed into a raw material at the facility. If the waste material was not separated AND processed, it may not be recorded as "recycled".

(Example: Newspaper segregated from the waste stream and sent off-site to a processing facility for recycling should not be counted as recycled, by the reporting facility.) Other amounts may have been sent off-site for recycling or mulched, which are reported in different columns.

c) Composted On-Site - Enter number only (no commas or text)

Waste that was stabilized on-site through a controlled aerobic decomposition process must be reported in this column. Not all waste types can be composted. Regulated medical waste, incineration ash, tires, white goods, asbestos, and petroleum-contaminated soil cannot be managed through composting. For compost facilities, only the volume that could not be composted and was sent off-site for disposal should be recorded as "sent off-site". Composted material is considered a product, not a waste, and does not have to be reported on this form.

d) Landfilled On-Site - Enter number only (no commas or text)

Waste that was landfilled on-site must be reported in this column. Waste received at a facility that was later sent off-site for management through landfilling must not be reported in this column. Instead it must be reported in the "sent off-site to be: treated/stored/disposed" column. Example: Waste received at a transfer station that was later sent off-site to a landfill must be reported as "sent off-site to be: treated/stored/disposed." Regulated medical waste shall not be landfilled.

e) Incinerated On-Site - Enter number only (no commas or text)

Waste that was incinerated on-site must be reported in this column. Waste received at the facility but that was later sent off-site for incineration may not be reported in this column. Instead it must be reported in the "sent off-site to be: treated/stored/disposed" column. Example: Waste received at a transfer station that was sent off-site to an incinerator must be reported as "sent off-site to be: treated, stored, or disposed," not incinerated. NOTE: "Open Burning" is not the same as "Incineration". Waste that is open burned would be included in the "Other (other than mulched)" column.

f) Sent Off-Site to be: - Enter number only (no commas or text)

Waste that was not treated, stored, or disposed of at the receiving facility but was instead sent off-site to another facility for management must be reported in this column. Example: Ash generated from an incinerator process sent off-site to be disposed must be listed in this column. The "sent off-site to be" column is divided into two sub-columns,

"recycled" and "treated/stored/disposed." If waste is sent off-site for recycling (i.e., metals to be reclaimed or tires for shredding and use as fill), it should be reported in the "recycled" sub-column. If waste is sent off-site to be treated/stored/disposed it should be reported in the "treated/stored/disposed" sub-column. If waste is sent off-site for purposes other than recycling or treatment/storage/disposal, then the "other" sub-column would be used.

g) Stored On-Site - Enter number only (no commas or text)

This column also is divided into two sub-columns: "beginning of reporting period" and "end of reporting period." Waste that was stored on-site as of January 1st in the reporting period is reported in the first sub-column. If no information is available please refer to the last year's Solid Waste Information Assessment form to derive this information. Waste that was remaining on-site at the end of the reporting period must be recorded in the second sub-column. Such waste does not include wastes that will remain on-site permanently, but includes instead wastes that are stored temporarily at the facility (i.e., white goods awaiting pickup by off-site metal recycler; regulated medical waste in storage awaiting treatment). The total amount of waste landfilled at a facility must not be listed in this column; instead it must be listed in the "landfilled" column.

h) Other Management - Enter number only (no commas or text)

Wastes managed by methods other than those specified in the previous columns must be recorded in this column. A separate sub-column has been added for woody waste that has been mulched. Otherwise, this column must include a description of how the waste type was managed along with the amount of waste managed. Use additional rows to enter the "other waste" type and also provided details in the comment box.

Note: At the option of the facility owner, the Code of Virginia allows for the submission of an accounting of the facility's economic benefits to the locality where the facility is located including the value of disposal and recycling facilities provided at no cost or reduced cost, direct employment associated with the facility, and other economic benefits from the facility during the reporting period.

Printing the form

Note that print options may differ from one system to another. A combination of the following suggested steps may help in printing the form:

1. Go to the menu and click on File > Page Setup option. You may:
 - a. Select a specific paper size (normally, standard size 8.5x11 will suffice)
 - b. Select Orientation as Landscape
 - c. Opt for zero (0) margins
 - d. Click on <OK> to accept changes to the Page Setup
2. You may go to the menu and click on File > Print Preview to view the page to be printed. Click on <Print> to send the page(s) to the printer.
3. You may also go the menu and click on File > Print.
4. Note that the form may print 2 pages.

Should you have more lines within the Comments field than what is displayed on the screen, you may select the entire Comments' contents, cut and paste it into a text editor (Notepad, MS Word, etc.), and print it for your records.

[Start of Page](#) | [Start of Content](#)

For comments or questions concerning this program's web pages, contact the [Web Author](#).

